Provider Search

DDD IT Department
Table of Contents

PROVIDER SEARCH .......................................................................................................................... 3

FEATURES ........................................................................................................................... 3
  To search for a provider ............................................................................................... 9
  To filter the results ............................................................................................................ 11
  To view, print or download a provider report ............................................................... 12
  To export the results ......................................................................................................... 14

CONTACT US ...................................................................................................................... 15
Provider Search

The Provider Search displays information about providers approved by Division of Developmental Disabilities (DDD) to deliver services to individuals.

The website enables you to search or browse providers eligible to provide DDD-funded services. The option to search for a provider is by either name or service. A filter may be applied to identify providers by the served counties, one or more services and/or approved by Medicaid to deliver services. Medicaid-approved services are only available for individuals enrolled in the Supports Program or Community Care Waiver (CCW).

After a search has been performed, there is an additional filter that helps narrow the results further.

To access the website, enter the URL provided below in the address bar of your browser:
https://irecord.dhs.state.nj.us/ProviderSearch

Features

- The Provider Search assists you in finding a provider for a service. The search can be performed either by a service or name of a provider. You can also filter providers by the delivered services, counties served and/or Medicaid-approved status.

You can either use one or a combination of the two fields to obtain the desired results.
• Enter search criteria and click 🔍 to view the available providers or click ✖️ to clear the fields. To view the complete list of providers, clear the fields and then click 🔍.

• Autocomplete feature available for Name, Service. View an autocomplete list of up to 10 results that contain the search criteria.

• View a list of results that meet your search condition(s). No results were found for your search. Please change the parameters entered and try again. appears for a search that does not yield any results.

• The results appear in the form of a grid. The grid columns are discussed in the following table:

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provider</td>
<td>View the name, location, and contact details of the provider.</td>
</tr>
<tr>
<td>Services</td>
<td>View the provided service(s) at the given location.</td>
</tr>
<tr>
<td>Location Type</td>
<td>View the office type at the given location of the provider. The different</td>
</tr>
<tr>
<td></td>
<td>types of office are:</td>
</tr>
<tr>
<td></td>
<td>• Administrative – Location that should be contacted for additional</td>
</tr>
<tr>
<td></td>
<td>information about the provider</td>
</tr>
<tr>
<td></td>
<td>• Service Delivery – Physical location where services are provided</td>
</tr>
<tr>
<td></td>
<td>It is possible for a provider to have more than one office type at a</td>
</tr>
<tr>
<td></td>
<td>location.</td>
</tr>
</tbody>
</table>

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Title: Provider Search                                          Page: 4
Application: Provider Management                               Version: 1.0
• By default, the results grid displays a maximum of 10 rows. At the bottom of the grid, view the results displayed and the total number of results. Click ➔, when applicable, to view the next 10 results. At this point, you can click ◀ to view the previous 10 results.

• Apply a filter to the search results using the Filter text box, indicated below. View a dynamic update of the results that contain the characters entered within the Filter text box. You may filter based on text that appears in any column, such as provider name, city name, zip code of the location, service, or location type. Remove the filter using the Clear Filter button, adjacent to the Filter text box.
- By default, the grid appears in the alphabetical order of the **Provider** column. You can change the sort order by clicking any column name. The grid sorts in the alphabetical order of the selected column name. Another click to the same column name reverses the sort order. View  or  in the column header of the column sorted in the alphabetical or reverse order, respectively.

The figure below displays a grid sorted in the alphabetical order, indicated below, of the **Location Type** column.

![Grid Sorted Alphabetically](image)

- Export the results to an Excel file. Click the button, indicated below, to save the results to an excel sheet.

![Export to Excel](image)
You have an option to view the provider details in the form of a report. Click a provider (at any point on the row) on the results grid to view the **Agency Information Report**. You have to scroll down to view the complete report.

A sample report on Google Chrome is shown below.
• The **Agency Information Report** has the following sections:
  - Provider (provider name, location and contact details)
  - Directions
  - Description
  - Hours of Operation
  - Services
  - Additions Services from this Provider at Other Locations
  - Supports Program Services by County
  - Other Locations

• The **Agency Information Report** features interactive links for the address, email address, website and phone number (on mobile devices only). Click the address to view the location on **Google Maps** or click email address to open the default mail client. Similarly, tap the phone number on a mobile device to make a call.
To search for a provider

1. On Provider Search, search for a provider using one or both of the options described below.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name, Service</td>
<td>This field enables you to search for a provider by their name or service. It is not necessary to provide an exact name or service; the search may be performed with a partial name or service. Autocomplete feature lists up to 10 results that contain the search criteria. The autocomplete feature displays suggestions based on provider name, legal DBA (Doing Business As), location name, program name (when available), or service name.</td>
</tr>
<tr>
<td>Filter</td>
<td>Click Filter to view the filter options. Currently, you can filter providers by service(s), Medicaid-approved status and/or counties served. Click Service to view a drop-down of the available services. A check box is available for each service. Click Medicaid Approved to view the Medicaid Approved check box. Click County Served to view a drop-down of the counties. A check box is available for each county. Select the appropriate check box(es) to search provider(s) that meet the filter criteria.</td>
</tr>
</tbody>
</table>

Note: You can search for a provider by using a combination of the two fields. For example, you may search for a provider who provides day habilitation services AND is Medicaid-approved.
2. Click 🔍. A grid appears with the results that meet the search criteria. The figure below displays results that contain **arc** in the name or service and an Adult Training (AT) filter.
To filter the results

1. To filter the results on the results grid, enter the filter criteria within the Filter text box.

2. A dynamic update of the grid takes place, displaying the providers that contain the filter criteria within the contents of the line item.

   In the following figure, the applied filter is **Piscataway** and the grid displays those results that contain **Piscataway**.

3. By default, the grid is sorted in the alphabetical order of the Provider column. Click another column name and the grid sorts in the alphabetical order of the selected column. Click the
To view, print or download a provider report

1. Click the desired row on the results grid to view the Agency Information Report. You can click at any point within the desired row, indicated below for the first line item, to view the report.

2. The report displays the relevant provider details. You have to scroll down to view the complete report. The report has the following sections:
   - Provider (provider name, location and contact details)
   - Directions
   - Description
   - Hours of Operation
   - Services
   - Supports Program Services by County
   - Additions Services from this Provider at Other Locations
   - Other Locations
3. There are additional options available for the report, such as download and print. View a sample report on the Google Chrome browser, as shown in the figure below. To see the options, indicated below, hover over the top section of the report. There are options on the top right, indicated below, for rotate clockwise, save to disk and print (represented in the same order). Additional options are available at the bottom right, also indicated below, to zoom in (+) and zoom out (-) of the document.

Note: Similar options are available in other browsers, but may be located in different areas on the screen.

4. The Agency Information Report features interactive links for the address, email address, website and phone number (on mobile devices only).
For example, you can click the address to view the location on Google Maps or click the email address to open your default mail client. Similarly, tap the phone number on a mobile device to make a call.

To export the results

1. Click to export the results to an Excel file.
2. Save the file at the appropriate location for reference (e-mail, documentation or other purposes) using the system dialog box.
Contact us

Want to get in touch with us? Please email us at the following address with a short description of your problem:

DDD.ProviderDatabaseHelpdesk@dhs.state.nj.us